



Constructing your web site

or

Now the fun begins!

You're ready to build because:

- You know what you're doing and why you're doing it
- You've planned your site with the site visitor in mind
- You have the content you need

Make sure you have these tools:

- **Html editor:** You'll use this software to create and edit html pages. MCPS provides Microsoft's FrontPage, but other common editors include Bbedit, Claris HomePage (Mac) and Dreamweaver (Mac or PC). Any text editor will work as well.
- **Ftp (file transfer protocol) client:** You'll use this software to copy your html files and graphics from your personal computer to the web server. Mac people use Fetch. We recommend that PC folks use WS_FTP. The lite version is available for free download to educational users. Both are available for download from First Class → Software conference.
- **Image editor:** You'll use this software to size photos and convert them to .jpg or .gif format. Mac users will probably use Graphic Converter. PC users can use Irfanview or more robust (and more \$\$) software including PhotoShop or the mini version, PhotoShop Elements.
- **Webmaster account:** Ask your principal or supervisor to submit a form to request a username and password that will give you FTP access to the MCPS web server. Your administrator will find the form in the First Class → A&S (Administrative & Supervisory) Conference.

IMPORTANT MUST DO'S!

- ALWAYS create and test your site on your personal computer. When you're ready to add content, use the ftp client to copy files and folders to the MCPS web server.
- ALWAYS keep identical copies of the site in at least 2 places – your personal computer and the web server. If any files are ever lost, you have a back-up copy.

Your building blocks:

- Create a folder for the site. Then create subfolders for the content within that folder. Images should have their own separate folder. The home page should be called index.html or index.shtm.
- Each html page should be divided into **four modules**: header, footer, navigation bar and content well. (See attached diagram)
- The **header** appears across the top of the page and should be the MCPS logo. (See Web Services web site.)
- The **MCPS footer** appears across the bottom of the page and should include copyright information, links to privacy policy, and text links of site navigation. (See Web Services web site)
- The **navigation bar** runs vertically down the left column of the page and includes links to your site's content (section names should mirror folder names in your site structure).
- The **content well** is the center of the page and should include the name of the site and title of the web page, e.g. My Wonderful Elementary School, About Our Staff. It should also include a site footer, which lists the webmaster's name, email address, and date of last update.

Congratulations on your new site! ☺

Elements of Home Page Design

- Header
- Local navigation
- Local site footer
- MCPS footer

HEADER: graphic "schooltopper.gif"



My Most Wonderful Elementary School

NAVIGATION BAR:

← sitenavbar.txt →

[Home](#)

[News](#)

[Calendar](#)

[About Us!](#)

[Student Work](#)

[Useful Links](#)

[Our PTA](#)



CONTENT WELL



1234 Our Street
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Phone: 301.279.3333
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Principal: Mrs. Cherrie Loomis

FOOTER:

Sitefooter.txt →

Web site design and maintenance by Firstname Lastname | E-mail: mymail@fc.mcps.k12.md.us
Last updated on Month DD, YYYY

Copyright.txt →

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Technology 

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